



June 27, 2001

Charitable Gaming  
Directive No. 1.01.01

## Computer-Assisted Record Keeping

### BACKGROUND

Bingo Rule 328(8), Millionaire Party Rule 414(7), Raffle Rule 518(7), Charity Game Rule 618(8), and Numeral Game Ticket Rule 715(8) all state: "Game records may be maintained with the use of a computer provided they are maintained in accordance with directives of the bureau." Licensees may use a computer to assist them in the preparation of game records and financial statements provided they comply with this directive.

### TERMS AND CONDITIONS FOR GAME RECORDS

1. The following items shall be submitted to the bureau:
  - a. A list of all game functions to be performed by the computer (e.g., charity game ticket sales, disposable bingo card inventory, etc.).
  - b. Copies of all game forms to be produced by the computer.
2. All game forms produced by the licensee shall contain all of the information that is required on bureau forms.

**NOTE:** Current game forms are available on the Michigan Lottery Web site at [www.state.mi.us/milottery](http://www.state.mi.us/milottery).
3. All computer-generated game forms shall be approved by the bureau, in writing, prior to their use.
4. The licensee may be required to provide the bureau with the software and system documentation.
5. Whenever the bureau updates or revises a game form, the licensee shall update or revise their game form.
6. Entries shall be made on the computer as each transaction is completed. Forms shall not be completed manually and then entered into the computer.
7. All computer-assisted operations shall have the capability of being interrupted during the occasion for the printing of all information requested by a bureau representative.
8. An adequate backup system and a written contingency plan for power or system failure shall be available on site and used, if necessary.
9. All other provisions of the Administrative Rules pertaining to required game records shall be applicable.
10. Computer-generated game records shall be printed on paper immediately at the close of each occasion. The game records shall be identified with the date of the occasion and shall be signed by the chairperson and another worker certifying that the game records were printed at the close of the occasion.

## **TERMS AND CONDITIONS FOR FINANCIAL STATEMENTS**

11. A copy of the computer-generated financial statement shall be submitted to and approved by the bureau, in writing, prior to use by the licensee.
12. The financial statement produced by the licensee shall be in a format identical to the bureau's financial statement.

**NOTE:** Current financial statements are available on the Michigan Lottery Web site at [www.state.mi.us/milottery](http://www.state.mi.us/milottery).

13. Whenever the bureau updates or revises the financial statement, the licensee shall update or revise their financial statement.

## **WITHDRAWAL OF APPROVAL**

14. The bureau reserves the right to withdraw approval of any computer-assisted record keeping system. If approval is withdrawn, the licensee shall maintain game records and/or their financial statements manually on bureau approved forms.

Signed copy available upon request

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Don Gilmer, Lottery Commissioner

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Date